

NOTICE TO EXPORTERS APPLYING FOR AES OPTION 4

From: C. Harvey Monk, Jr.
Chief, Foreign Trade Division
U.S. Census Bureau

Subject: Required information in the AES Option 4 Letter of Intent (LOI)

To be considered for AES Option 4 approval, you must be an exporter and your LOI must be complete and accurate. Incomplete LOI's will be returned and inaccurate LOI's will cause delays in approval. The analyst reviewing an LOI containing inaccurate information will contact the company to request additional information, and the LOI will be put in a pending status until accurate information is received. Freight forwarders may apply for Option 4 on behalf of their exporters, but they must provide complete and accurate information for the exporter.

As an Option 4 participant, you have the choice of sending your own transmissions or using an agent to send your transmissions. The agent must be an AES operational freight forwarder, service center, or port authority. If you plan to send your own transmissions, in lieu of using an agent, you must be authorized to report via the AES pre-departure filing program, Option 2. Exporters who intend to send their own Option 4 transmissions will apply to Option 2 and Option 4, as indicated in the attached LOI outline. Thus two scenarios exist for applying to Option 4: 1) Exporters filing for Option 4 who intend to use an agent and 2) Exporters filing for Option 4 who intend to send their own transmissions. At the time an exporter prepares the LOI, he should know under which scenario he plans to apply. Content of the LOI differs according to which scenario the exporter uses.

To aid in the accurate completion of the LOI, attached are LOI outlines including descriptions of the required inputs for each of the two scenarios.

Important Notice about EIN, export volume and export value

Most delays in the Option 4 Approval process are caused by incorrect reporting of the Employer Identification Number (EIN), export volume or export value. Option 4 eligibility is based on trade reported under the EIN(s) designated in the LOI. Census compares the figures provided for export volume and export value against data reported under each EIN. Frequently the information does not match because: 1) Export shipments have not actually been filed under the EIN designated in the LOI; or 2) Figures for the export volume and export value do not reflect all export activity under the designated EIN.

To avoid delays, exporters should verify with their export department or agent that their export shipments have actually been filed under the designated number. Also exporters should understand that export volume and export value claimed on the LOI should include that of all branches of their corporation using the designated EIN. In other words, for large corporations using one EIN, the LOI must be submitted by the corporate office. Individual branch locations may apply separately to AES Option 4 under a 9-digit EIN that is exclusive to that branch or under an 11-digit EIN in which the last two positions contain letters that specifically identify that branch.

Send AES Letter of Intent to:

Chief, Foreign Trade Division
Bureau of the Census
Suitland and Silver Hill Roads
Washington, DC 20233

Or, the copy can be faxed to 301-457-1159.

Call Lily Wong at 301-457-8012 or Omari Wooden at 301-457-2259 for additional help in completing the LOI.